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# In House Projects

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## Guidelines

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WEF 1.3.2023

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Avinashilingam Institute for  
Home Science and Higher  
Education for Women,  
Coimbatore - 641043

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# **In-House Projects**

## **Preamble**

Research is fundamental to advances in human society. With changing economic environment and increasing focus on enhancing design, manufacturing and support services systems within the country, create innovative technologies to meet the needs of the society are to be encouraged. While fundamental research is crucial, a significant emphasis on developing products and systems are to be motivated.

The faculty members of the Avinashilingam Institution for Home Science and Higher Education, have a critical role to play in transforming the institution to a world class research intensive institution from its current status. While faculty members are expected to meet their regular teaching and learning obligations, they are also increasingly expected to engage in quality research and development work. The outcomes of faculty research at the Institutional level will have a direct bearing on the Institute's performance in national level ranking and accreditation. To motivate and inspire faculty members to dedicate quality time to research, the institution recognizes the need to incentivize all research and development efforts by way of extending financial support in the form of seed money grants.

## **Objectives**

- To promote collaborative and inter-disciplinary research among young faculty members
- To create an environment conducive to take up society focused and translational research
- To mentor and support a faculty to test ideas that would attract funds from external agencies
- To promote generation of IPR, patents, product and process development

## **Eligibility Criteria**

- All teachers who are appointed at the level of Assistant Professor against the permanent post, in the Schools of Home Science/ Physical Science & Computational Science/Bio-Science/Arts & Social Science/Commerce & Management/ Education/ Engineering, following the specified procedure of university will be eligible to receive financial support under the scheme. (Tenure track & self – financing faculty may be included as Co-Principle investigators)
- The faculty should have completed at least one year of their service in Avinashilingam Institute at the time of applying for research grant.
- Duration: 1 year

## **Nature of Assistance:**

**Seed Money Grant - Rs.50,000/-**

**Minor Research Projects - Rs 1,00,000/-**

The Grant can be utilized for the following.

### **Non - Recurring Grants**

1. **Purchase of books and journals:** Any books or journals pertaining to the project theme may be purchased. The funds cannot be used for publication of articles arising out of the project
2. **Software/minor equipment/accessories for existing equipment:** Upgradation of existing software can be done using the funds, but purchase of new software cannot be supported. Purchase of minor equipment or accessories for any existing equipment should be done within the allotted funds under the head

### **Recurring Grants**

1. **Human Resources:** In the form of Research Fellow can be appointed if needed for a short duration of 3 to 6 months period
2. **Consumables:** For the purchase of Chemicals, reagents, glass and plastic wares, needed for the project.
3. **Contingency:** The support under this head can be utilized for making photo-stat copies, typing, purchase of stationary, printing, postage, Servicing minor equipment for specialized technical work, repair charges for any existing equipment and for outsourcing of certain activities needed for the project.
4. **Field work and Travel:** The amount allocated under the headtravel/ field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and trainings courses etc. They may also avail special casual leave/ duty leave for fieldwork/collections of data as per University rules.
5. **Extension of time limit for submission of Report:** In case of delay in submission of the report within the time limit prescribed, the PI is required to submit an application to the Research Project Development Committee requesting for extension of time with proper reasons which will be forwarded to the Registrar for final approval. However, the maximum period of extension of submission time will be limited to three to six months.

### **Proposal Format:**

The proposal format is provided in **Annexure-I**.

### **Tenure and Implementation:**

The tenure of the Research project will be for a period of one year from the date of sanctioning grant.

## **Review and Recommendation of the Project Proposal**

The Research Project Development Committee will review the proposal for its feasibility and acceptance. Based on the recommendations by the expert committee, the project will be recommended/not recommended. The Vice Chancellor will approve /reject the project on the recommendation of the Research Project Development Committee. The letter of approval/rejection of the project proposal will be issued to the Principal Investigator by the Registrar clearly mentioning feedback/suggestions given by the external subject Research Project Development Committee in case of approval/rejection.

## **Research Project Development Committee (RPDC)**

The mandate of the RPDC, appointed by the Registrar in consultation with the Vice-Chancellor is to provide oversight and technical and managerial support to the PI in executing the proposal.

The RPDC will consist of the following:

Vice-Chancellor (Or VC's nominee)	Chairperson
Registrar	Member
HoD of Respective Department	Member
Dean (Respective School)	Member
IQAC Coordinator	Member
Director, Research & Development Cell	Member Secretary
Assistant Dean Research (Project)	Member

## **Procedure for release of grant**

Administrative approval is issued to the selected projects. For the smooth implementation of the project all the Principal Investigators procure necessary items by taking prior approval from the Dean R&D and orders will be placed by the Registrar. Further, quotations/bills should be addressed in the name of "The Registrar", Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore".

## **Outcome of the Research Project**

The outcome of the project should lead to a minimum of two publications (out of which one should be published + another proof of communication) in UGC-CARE list, Scopus and WoS journals only.

### **Other Considerations:**

1. Unless extension is sought explicitly, the project is assumed to have been completed on the termination date specified, and no further
2. Expenses /extension shall be permitted.
3. The PI is responsible for ensuring that the expenses are within the budget. Between budgets heads within the same overall budget should be approved by the concerned authorities of university.
4. Fresh Research project would be sanctioned only after the successful completion of the previous project. The research outcomes are to be documented (experimental setup, working paper, case study, or submission of article to a Scopus/ Web of Science indexed journal for review/publication, or patent application filed) and the expenses are to be audited and settled.
5. Stock Register should be maintained in the department for the purchase of books/ journals/software(s)/chemicals etc.



## Avinashilingam Institute for Home Science and Higher Education for Women

Coimbatore - 641043, Tamil Nadu, India

Deemed to be University Estd U/S 3 of UGC Act 1956, Category 'A' by MHRD

Re-accredited with 'A++' Grade by NAAC, CGPA 3.65/4, Recognised by UGC under section 12B

### FORMAT FOR SUBMISSION OF PROPOSAL SEED MONEY/MINOR RESEARCH GRANT

#### PART-A

1. Broad Subject:
2. Area of Specialization:
3. Duration:
4. Principal Investigator
  - i. Name:
  - ii. Sex:
  - iii. Date of Birth:
  - iv. Qualification:
  - v. Designation:
  - vi. Address: Office:  
Residence:
  - vii. Email:
  - viii. Contact Phone No.
5. Co-Investigator(s):
6. Name of the department:
7. Teaching and Research Experience of Principal Investigator:
  - (a) Teaching experience:
    - i. UG-
    - ii. PG-
  - (b) Research experience:
8. No. of Research Publications:

National:	Published:	<b>Accepted:</b>	<b>Communicated:</b>
International:	Published:	<b>Accepted:</b>	<b>Communicated:</b>

(Please enclose the list of papers, proceedings and books, published and/or accepted during last five years)

**PART-B**

**Proposed Research Work**

1. Project Title:
2. Introduction:
3. Origin of the research problem:
  - Objectives
  - Methodology
4. Inter disciplinary relevance:
5. Review of Research and Development in the Subject:
  - International status:
  - National Status:
6. Significance of the study:  
(Does it align with any of the National goals, G20 Goals or UN SDGs)
7. Timeline :  
Month-wise Plan of work and targets to be achieved:

Month	Description of work	Target to be achieved

8. Details of collaboration, if any intended:
9. Financial Assistance required:

S.No	Description	Amount Rs.	Justification
<b>A</b>	<b>NON-RECURRING GRANTS</b>		
<b>i.</b>	<b>Books&amp; Journals</b>		
<b>ii.</b>	<b>Software/ Minor Equipment</b>		
<b>B</b>	<b>RECURRING GRANTS</b>		
<b>i.</b>	<b>Human Resources</b> (Research Assistant/ Consultancy/Other hiring charges)		
<b>ii.</b>	<b>Consumables</b> (Chemicals/ Glassware/other)		
<b>iii.</b>	<b>Contingency</b> (Outsourcing work/ repairs)		
<b>iv.</b>	<b>Field Work and Travel</b>		
<b>v.</b>	<b>Overhead charges @ 10% of recurring grants</b>		
	<b>Total</b>		

10. Outcome of the Project (Deliverables):
11. Whether the teacher has received support for the research project from any funding agency?  
If yes, provide the details
12. Any other information, which the teacher may like to provide in support of the proposal

### **Declaration by the PI**

To certify that:

- a. General physical facilities, such as furniture/space etc., are available in the Department/University.
- b. I shall abide by the rules governing the scheme in case assistance is provided to me from the Seed Money grant for the above project
- c. The above research Project is not funded by any other agency.

**Name & Signature:**

**Principal Investigator**

**Co-Investigator**

**Head of the Department**

**Dean, School of \_\_\_\_\_**

**Asst Dean (projects)**

**Co-Ordinator, IQAC**

**Dean, R & D**

**Registrar**

**Vice-Chancellor**





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**ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT**

Name\_\_\_\_\_No.F.\_\_\_\_\_dated\_\_\_\_\_

Title of the Project\_\_\_\_\_

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator and University.
3. At present, I have no research project.
4. His/her date of birth is \_\_\_\_\_(ii)Age\_\_\_\_\_
5. The date of implementation of the project is \_\_\_\_\_

**Principal Investigator**

**Registrar  
(Seal)**

**Date:**



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NAAC, CGPA 3.65/4, Category 1 by UGC, Coimbatore-641 043, Tamil Nadu, India)

**Seed Money Grants and Minor Research Grants 2021 - 2022**  
**Format for submission of completion report**

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**Project Reference No:**

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**Name and address of PI :**

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**Name and address of Co-PI:**

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**Project Title:**

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1. Date of commencement:
2. Planned date of completion:
3. Actual date of completion:
4. Objectives as stated in the project proposal:
5. Deviation made from original objectives if any, while implementing the project and reasons there of:
6. Experimental work giving full details of experimental set up, methods adopted, data collected supported by necessary table, charts, diagrams & photographs: *(detailed report may be enclosed as Annexure)*
7. Detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject
8. Conclusions summarizing the achievements and indication of scope for future work:
9. S&T benefits accrued:

i. List of Research publications

Sr.	Authors	Title of paper	Name of the Journal	Volume	Pages	Year

ii. Manpower trained on the project

- a) Research Scientists or Research Associates
- b) Other Technical Personnel trained

iii. Patents applied, if any

iv. Any other outcome.

10. Financial Position:

Sr.	Budget Head	Funds Sanctioned	Expenditure	% of Total cost
1.	Manpower (including hiring services)			
2.	Consumables			
3.	Contingencies			
4.	Travel			
5.	Others, if any			
6.	Equipment (repair and maintenance)			
	<b>Total</b>			<b>100%</b>

11. Procurement of accessories/repair of Equipment

Sr.	Name of Equipment	Make/ Model	Cost Rs	Date of Installation	Remarks regarding maintenance/ breakdown

Name and Signature with Date.

a. \_\_\_\_\_  
(Principal Investigator)

b. \_\_\_\_\_  
(Co-Investigator)